

## **Finding a Job | Vocabulary | B2 - C1**

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Find solutions at the end of this file.

### **Suggested Order**

Finding a Job | Reading | B2 - C1

**or**

Finding a Job | Listening | B2 - C1

**followed by**

Finding a Job | Vocabulary | B2 - C1

## Finding a job | Describing actions

Match the verbs (1-7) with the phrases (a-g) to make phrases from the article.

- |                   |                                |
|-------------------|--------------------------------|
| 1 To search       | a) the criteria                |
| 2 To apply for    | b) your profile                |
| 3 To satisfy      | c) useful contacts             |
| 4 To make         | d) a recruitment agency        |
| 5 To enhance      | e) the jobs market             |
| 6 To attract      | f) a job                       |
| 7 To sign up with | g) the attention of recruiters |

## Finding a job | Essential expressions

Complete the following sentences with expressions from the article.

- 1 If you really want a job, you need to learn how to show off your skills and s\_\_\_\_\_ y\_\_\_\_\_ .
- 2 Employers are looking for people who have the r\_\_\_\_\_ s\_\_\_\_\_ and e\_\_\_\_\_ .
- 3 There may be many job applicants, so it is essential to s\_\_\_\_\_ o\_\_\_\_\_ f\_\_\_\_\_ t\_\_\_\_\_ c\_\_\_\_\_ .
- 4 If employers organise an event such as a careers fair where you can meet them, be sure not to miss that g\_\_\_\_\_ o\_\_\_\_\_ !
- 5 They say that f\_\_\_\_\_ i\_\_\_\_\_s count, so make sure you create a positive one!
- 6 Do not be surprised if a company cannot offer you your dream job immediately. It might be a good idea to accept a different job with them, just to g\_\_\_\_\_ y\_\_\_\_\_ f\_\_\_\_\_ i\_\_\_\_\_ t\_\_\_\_\_ d\_\_\_\_\_ .

## Finding a job | Article

One of the most popular ways to find a job is through your personal contacts; friends or family. This way you might hear about a job vacancy before other job seekers do. Many companies consider staff referral to be a very quick and reliable way to recruit new employees.

Another way to hear about job vacancies is through online networking; joining a career networking site to make useful contacts and be notified of interesting job listings.

When applying for a job, you really need to sell yourself to the employer. It isn't enough to simply satisfy the criteria that they are looking for. Most of the other job applicants will also possess the required skills and experience so you really need to stand out from the crowd. It is essential to give well-informed answers at interviews. Try joining a few online discussion groups in order to keep up with current issues and key terminology. This may enhance your profile and even draw the attention of recruiters.

A careers fair will give you a golden opportunity to make useful professional contacts; to talk to a number of employers about the career prospects they offer and the career path you could follow. Remember to create a positive first impression!

A quick way to find a job can be to sign up with a recruitment agency. It will actively search the jobs market on your behalf and send your C.V. to potential employers. Even if the agency cannot immediately find you the right permanent position, it might be able to offer you a temporary post to help you get your first foot in the door.

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## Finding a job | Definitions

Delete the false information

Example: A job vacancy exists when *nobody* / *somebody* is currently doing the job.

- 1 A job seeker is a person who is *offering* / *looking for* a job.
- 2 A staff referral is when a person from *outside* / *inside* the company recommends a personal contact for a job.
- 3 To recruit means to *employ* / *train* a new person.
- 4 Networking means *working with a net* / *connecting with and exchanging information with* others.
- 5 A job listing is a notice of *every job* / *a job vacancy* in the company.
- 6 Current refers to the *past* / *present*.
- 7 If you are well-informed about a subject you *know a lot* / *don't know much* about it.
- 8 To enhance means to make something *more attractive* / *less attractive*.
- 9 When a person does something 'on your behalf', they do it *for* / *with* you.
- 10 Permanent means *short-term* / *long-term*.

## Finding a Job | Using key terms

Complete the following sentences with the right key term.

personal contacts

staff referral

online networking

career networking site

online discussion groups

careers fair

recruitment agency

- 1 Why spend time looking for a job when a \_\_\_\_\_ can do it for you?
- 2 \_\_\_\_\_ allows you to connect with people without meeting them face-to-face.
- 3 Before searching for jobs you could ask any \_\_\_\_\_ if their employers are looking for new employees.
- 4 Some companies will offer their employees a bonus for a successful \_\_\_\_\_ because other ways of finding new employees can be costly.
- 5 At a \_\_\_\_\_ you can meet meet a lot of employers on the same day!
- 6 A \_\_\_\_\_ can connect you with companies and industries you are interested in.
- 7 If you wish to learn more about the issues that are important to potential employers, try joining a few \_\_\_\_\_ .

## Finding a job | Organising job-related words

Organise the following words into the correct categories. One word can be used twice!

	<del>application</del>	applicant	apply	
employ	employer	employee	employed	employment
	recruitment	recruit	recruiter	
	vacate	vacant	vacancy	

### Noun

1 application	2	3	4
5	6	7	8
9			

### Verb

1	2	3	4
---	---	---	---

### Adjective

1	2
---	---

## Finding a job | Nouns

Decide which of the above nouns *do not* describe a person.

- 1
- 2
- 3
- 4

## Finding a job | Using job-related compound nouns

Use the compound nouns below to complete the following paragraph.

job vacancies      job seeker      job listings      job applicants

A (1) \_\_\_\_\_ wishes to find a new job so they look at the  
(2) \_\_\_\_\_ in order to find interesting (3) \_\_\_\_\_.

When they find the right one, they apply for the job. They also hope that there won't  
be too many other (4) \_\_\_\_\_ !

## Finding a job | Using career-related compound nouns

Use the compound nouns below to complete the following paragraph.

career networking      careers fair      career prospects      career paths

If you want to enjoy good (1) \_\_\_\_\_ make sure you get enough  
qualifications. If you live near a large town or city, you can visit a (2) \_\_\_\_\_  
\_\_\_\_\_ where employers will explain the (3) \_\_\_\_\_ that you  
could follow. If you live far from a town or city you could go online and join a  
(4) \_\_\_\_\_ site instead.

## Finding a Job | Vocabulary | B2 - C1 | Solutions

### Finding a job | Describing actions solution

- |                   |                                |
|-------------------|--------------------------------|
| 1 To search       | e) the jobs market             |
| 2 To apply for    | f) a job                       |
| 3 To satisfy      | a) the criteria                |
| 4 To make         | c) useful contacts             |
| 5 To enhance      | b) your profile                |
| 6 To attract      | g) the attention of recruiters |
| 7 To sign up with | d) a recruitment agency        |

### Finding a job | Essential expressions solution

- 1 sell yourself
- 2 required skills (and) experience
- 3 stand out from the crowd
- 4 golden opportunity
- 5 first impression
- 6 get your foot in the door

### Finding a job | Definitions solution

- 1 A job seeker is a person who is ~~offering~~ / looking for a job.
- 2 A staff referral is when a person from ~~outside~~ / inside the company recommends a personal contact for a job.
- 3 To recruit means to ~~employ~~ / ~~train~~ people.
- 4 Networking means ~~working with a net~~ / meeting and exchanging information with others.
- 5 A job listing is a notice of ~~every job~~ / a job vacancy in the company.
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- 7 If you are well-informed on a subject you ~~know a lot~~ / ~~don't know much~~ about it.
- 8 To enhance means to make something ~~more attractive~~ / ~~less attractive~~.
- 9 When a person does something 'on your behalf', they do it ~~for~~ / ~~with~~ you.
- 10 Permanent means ~~short-term~~ / long term.



## Finding a job | Using key terms solution

- 1 recruitment agency
- 2 online networking
- 3 personal contacts
- 4 staff referral
- 5 careers fair
- 6 career networking site
- 7 online discussion groups

## Finding a job | Word organising solution

### Noun

- |               |               |            |             |           |
|---------------|---------------|------------|-------------|-----------|
| 1 application | 2 applicant   | 3 employer | 4 employee  |           |
| 5 employment  | 6 recruitment | 7 recruit  | 8 recruiter | 9 vacancy |

### Verb

- |         |          |           |          |
|---------|----------|-----------|----------|
| 1 apply | 2 employ | 3 recruit | 4 vacate |
|---------|----------|-----------|----------|

### Adjective

- |            |          |
|------------|----------|
| 1 employed | 2 vacant |
|------------|----------|

## Finding a job | Nouns solution

- |               |              |               |           |
|---------------|--------------|---------------|-----------|
| 1 application | 2 employment | 3 recruitment | 4 vacancy |
|---------------|--------------|---------------|-----------|

## Finding a job | Using job-related compound nouns solution

- |              |                |                 |                  |
|--------------|----------------|-----------------|------------------|
| 1 job seeker | 2 job listings | 3 job vacancies | 4 job applicants |
|--------------|----------------|-----------------|------------------|

## Finding a job | Using career-related compound nouns solution

- |                    |                |                |                     |
|--------------------|----------------|----------------|---------------------|
| 1 career prospects | 2 careers fair | 3 career paths | 4 career networking |
|--------------------|----------------|----------------|---------------------|